



Company Licence Annual Return

PRIVATE SECURITY PERSONNEL LICENSING AUTHORITY

Private Security Personnel and Private Investigators Act 2010

When to use this form

Use this form to submit your Annual Return to the Licensing Authority if you hold a current company licence.

What you need with your application

To complete your Annual Return you need to send:

- A fully completed form
- The Disqualification Criteria form, if required
- A fully completed Spreadsheet – Details of Certificate Holders, if required
- The fee for the amount of the annual return, if a payment is required. (See below for information on the cost of filing an annual return.)

Completing this form

- You can fill in this form electronically. If you do, you must print, sign, and submit it to the Authority.
- You can also print and fill in this form by hand. Use a black pen or blue pen, and print clearly IN CAPITALS.
- Answer every question on the form unless the instructions tell you otherwise.

Payment information

The fee for filing an annual return is determined by the number of certificate of approval holders you employ, or currently contract. The fee is \$30.00 per employee (if any) up to a maximum fee of \$600.00.

If you do not employ any certificate of approval holders, there is no fee for your annual return.

To confirm how you pay the filing fee, visit our website:

<https://www.justice.govt.nz/tribunals/licences-certificates/pspla/forms-and-fees/>

If you need further assistance, then please contact the Authority on:

Ph: 0800 477 752

Email: pspla@justice.govt.nz

Step 1. Give us your company details

What is your licence number? (located on the top right hand side of your licence)

Licence number: _____

Step 2. Tell us if your details have changed

If any details you supplied in your licence application, or details you provided when you last updated your details with the Licensing Authority have change, please advise below.

Company's registered office address?

Address No. Street Suburb
City State (if outside NZ)
Country Post code

Phone Day _____ Mobile _____

Email _____

Do you have a different postal address? (Please tick to confirm)

Yes No

If yes, please provide us your postal address

Address No. Street Suburb
City State (if outside NZ)
Country Post code

Do you have any additional places of business? (Please tick to confirm)

Yes No

Additional place of business 1

Address No. Street Suburb
City State (if outside NZ)
Country Post code

Additional place of business 2

Address No. Street Suburb
City State (if outside NZ)
Country Post code


Step 3. Tell us of any disqualification criteria

Does your company now meet the grounds of disqualification set out in section 63 of the Private Security Personnel and Private Investigators Act 2010?

Please answer each individual question below. (Please tick to confirm)

In the last 7 years, has the company ever been convicted by a New Zealand court of an offence under sections 10, 11, 13, 16, 19, 21, 24, 47F, or 47J of the Fair Trading Act 1986?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
In the last 7 years, has the company ever been convicted by a New Zealand court of an offence under section 103(1) of the Credit Contracts and Consumer Finance Act 2003 that involves a breach of any provision of Part 3A of that Act?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
In the last 7 years, has the company ever been convicted by a New Zealand court of an offence under section 6 of the Misuse of Drugs Act 1975 in relation to quantities deemed for supply of a Class A, B or C controlled drug or drugs?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
In the last 7 years, has the company ever been convicted by a New Zealand court of an offence of dishonesty, as defined in section 4 of the Private Security Personnel and Private Investigators Act 2010 ("offence of dishonesty")?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
In the last 7 years, has the company ever been convicted by a New Zealand court of an offence under sections 16, 34 or 52 of the Private Investigators and Security Guards Act 1974?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
In the last 7 years, has the company ever been convicted by a New Zealand court of an offence under the Private Security Personnel and Private Investigators Act 2010 of operating while unlicensed or employing or engaging a person without a certificate of approval?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Does the company currently hold a licence that is suspended?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
In the last 7 years has the company had a licence cancelled under the Private Security Personnel and Private Investigators Act 2010, or the Private Investigators and Security Guards Act 1974?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Has the company ever been convicted outside of New Zealand of an offence?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

Step 6. Do a quick check

- You have answered every applicable question
-  You have attached the spreadsheet of certificate holders
- You have paid the fee

Step 7. Send in this form

You can fill in this form and post it to:

Private Security Personnel Licensing Authority
SX11159
Wellington
New Zealand

Address: Level 1, 86 Customhouse Quay, Wellington 6011
Phone: 0800 477 752 between 9am and 5pm Monday to Friday (not Public Holidays)
Email: pspla@justice.govt.nz
Website: <https://www.justice.govt.nz/tribunals/licences-certificates/pspla/>